

****RESCINDED** VACANCY NOTICE**

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(A22) \$34718 - 40028</u>	REFERENCE POSITION NO.: <u>1255-10000-2012</u>
	Department of Human Services	APPLICATION PERIOD: <u>12/17/03 - 12/23/03</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>12/29/2003</u>
	Assignment(s) / Comments <u>Lateral Bids Only Please</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Providence Regional Family Center</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>X</u> is not <u> </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none">• The title of the position for which you are applying• Title of your present position and date you entered it• Date you entered State service	<ul style="list-style-type: none">• Name of department where you are currently employed• Your business telephone number• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: Responsibilities to include conducting screening interviews of those coming to the Providence Regional Family Center seeking social services and program benefits. The result of the screening interview will be referrals to DHS, other State agencies, and community services to obtain needed services identified in the screening interview. In addition and as necessary, initiate the process that will result in an intake appointment for the benefit program requested and/or deemed to be appropriate. Duties may include issuing expedited food stamps, tracking of applicants and related tasks, providing assistance to those seeking services; and other related duties as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Possession of a bachelor's degree from an accredited institution of higher education with specialization in sociology, or psychology, social work or child development or vocational guidance, or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 APPLICATION to: Tammy L. Lonardo Dept. of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920 Telephone #: <u>401-462-2481</u> Fax #: <u>401-462-2041</u> TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf)	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**